



# Human Resources

DATE POSTED: May 05, 2006

REQ. # 06-122

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 05-05-2006 TO 05-11-2006,  
but will remain open until filled.

DEPARTMENT/DIVISION
<b>HUMAN RESOURCES</b>

POSITION AVAILABLE
<b>HUMAN RESOURCES SPECIALIST</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$12.71 / hour</b>

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE: 614**  
**PAY GRADE: 14**  
**SALARY: \$12.71 - \$19.39**  
**HUMAN RESOURCES SPECIALIST**

**MAJOR FUNCTION:** Employees in this class perform technical and administrative tasks in support of the day-to-day Human Resources operations. Work is performed independently within established procedures. Discretion and independent judgment is required in solving work problems that arise within the scope of specialized personnel activities. Resolution of more difficult work problems is referred to an administrative superior.

**KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:**

**Knowledge:** Has thorough knowledge of the methods, procedures and policies of the Human Resources Department along with employment laws and practices. Knowledge of the St. Lucie County Banner System and the budget process. Knowledge of automated information systems, including word processing operations. Knowledge of FMLA and FRS laws and procedures. Knowledge of research and investigative methods and practices.

**Abilities:** Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials. Ability to serve the public and fellow associates with honesty and integrity. Able to demonstrate knowledge of various types of computer software, including but not limited to Windows, Microsoft Word, Excel, spreadsheet applications, PowerPoint. Ability to gather, compile and analyze information to compose memorandums, correspondence and reports. Ability to compose written communications for internal and external customers. Must have strong organizational skills. Must be able to effectively work with people at all levels of responsibility from management to the unskilled laborer and communicate effectively through the written and spoken mediums.

**ESSENTIAL JOB FUNCTION:**

Conducts new employee orientation to foster positive attitude toward company goals.

Demonstrates ability to treat information of a sensitive nature in a confidential manner.

Notification of new employees to the State of Florida

Initiates contact with retirees to counsel, prepare, review and process the Florida Retirement forms.

Initiates contact with employees for leave of absence, including but not limited to FMLA.

Conducts exit interview with terminating employees.

Obtains criminal and drivers license background checks for applicants

Assists in the coordination of training programs with consultants and instructors including sexual harassment.

Maintenance of training schedules, records and attendance.

Maintains all position management for the Board of County Commissioners, which includes opening, closing and changing positions; assigning fund numbers as approved by the Board; assigning all new job code numbers.

Assign Workmen's Compensation codes to new positions

Updates classification and compensation plan  
 Examines employee files to answer inquiries and provides information to authorized persons, including financial institutions and child support.  
 Prepares end-of-month reports reflecting all new hires, terminations and total employee count to County Commissioners.  
 Assign Priority One and Identification cards for new employees for Board of County Commissioners and Property Appraiser.  
 Entry and maintenance of Driver's License database, including CDL drivers.  
 Initiate quarterly and semi-annual license checks of employees to Tallahassee.  
 Process CDL license list upon request for random drug screening.  
 Notify Departments of CDL licenses and Medical Certificates upon expiration.  
 Assists in performing research, procedural and administrative studies, and other special projects as assigned.  
 Maintains employee handbooks  
 Updates and retrieves employee information in computerized employee tracking system.  
 Assists in the preparation and implementation of departmental budget.  
 Obtain purchase orders and process invoices.  
 Coordinate with the Finance Department payment of temporary services, pre-employment and post-accident physicals and drug screens.  
 Transcription of union minutes  
 Coordinate contracts, track all contracts for expiration, renewals, and processing.  
 Coordinate with various County departments the hiring of temporary employees  
 Develops advertisements in newspapers and trade magazines and newsletters for open positions as requested by departments.  
 Assist in developing the annual Awards Breakfast held for tenured employees.  
 Coordinates travel and hotel arrangements.  
 Performs related work as required

**ESSENTIAL PHYSICAL SKILLS:** Must be physically able to use a variety of office equipment including a computer, fax machine, copier, telephone, etc. Work requires the use of hands and fingers with dexterity. Good hearing and vision. Tasks involve the ability to exert light physical effort in sedentary to light work. Tasks may involve extended periods of time at a keyboard or workstation.

**ENVIRONMENTAL CONDITIONS REQUIREMENTS:** Work is performed in an office environment. St. Lucie County promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

**WORK HAZARDS:** Possible vision dysfunction due to heavy computer work.

**SAFETY EQUIPMENT USED OR NEEDED:** None

**EDUCATION:** Graduation from high school or possession of an acceptable equivalence of a diploma, supplemented by courses in shorthand, typewriting and business practices, preferably a graduate of a recognized business school or college.

**EXPERIENCE:** Five (5) years of which must have been a progressively responsible nature. A comparable amount of training or experience may be substituted for the minimum qualifications

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**LICENSE, CERTIFICATION OR REGISTRATION:** Valid Florida driver's license and good driving record.

<b>Union</b>	<b>Non-Union</b> ✓	<b>Exempt</b>	<b>Non-Exempt</b> ✓
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Revised 08/2005